

BRA/EDIC EMPLOYMENT OPPORTUNITY**PLEASE POST!!****TITLE:** ACCOUNTANT**JOB POSTING NO.****43-06****POSTING DATE:****9/7/06****EMPLOYMENT STATUS:** EDIC Employee**DEPT/DIV:** BUDGET & FINANCE/ A&F*Job Postings must remain posted for 10 working days before a recommendation for hire can be made.(9/20/06)*

SUMMARY: Under the direction of the Assistant Director/Controller, maintain accounts for Agency corporate entities; produce periodic financial statements; maintain and reconcile general ledger. Handle payroll transmittal and related reports for Agency.

Post and balance general ledger entries for selected corporate entities; perform monthly reconciliation of general ledger accounts. Identify and prepare information necessary to reclassify revenues and expenses; recommend to supervisor.

Compile, prepare and produce timely comprehensive monthly financial statements for selected corporate entities.

Post and balance daily cash receipts for selected accounts.

Prepare journal entries; review and balance all work.

Review loan documents, contracts and license agreements.

Compile and prepare information for periodic and year-end audits; assist internal and external auditors as assigned.

Prepare aging and depreciation schedules. Produce weekly aging report and review with supervisor.

Review tenant billing for selected corporation(s); monitor status of delinquent accounts. Receive questions from tenants; research and recommend adjustments on tenant accounts.

Input and transmit electronically weekly payrolls for the Agency to ADP Payroll Service. Review processed payrolls and reports for accuracy. Enter BRA payroll distribution journal entry.

Prepare and verify periodic payroll reports including: weekly/monthly deduction reports, monthly thrift and union dues reports, quarterly unemployment tax and health contribution reports.

Conduct year-end payroll closing and verify quarterly or year-end tax information.

Assist in preparation of annual budgets.

Assist in special projects as assigned.

May provide functional advice and guidance to accounting/bookkeeping staff.

Perform other related duties as assigned.

QUALIFICATIONS: Work requires completion of a Bachelor's degree in Accounting or equivalent experience, plus 3-5 years of general accounting experience, with general ledger background. Ability to use office software and automated accounting modules is required.

GRADE: 17**HIRING RANGE:** \$44, 272.94 - \$53, 191.07**To Apply:****Submit resume to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.****E-Mail: hr.bra@ci.Boston.MA.US****An Affirmative Action/Equal Opportunity Employer****BOSTON RESIDENCY REQUIRED ON DATE OF HIRE**